

# Sample Schedule for the Site Visit

## Saturday

### **2:00 to 5:00 p.m. Initial Team Meeting**

Team members meet at the hotel for introductions and orientation to the site visit procedures and schedule, to get reacquainted with the standards, and to begin the process of reviewing candidate portfolios.

### **6:00 to 7:00 p.m. Team Dinner**

## Sunday

### **9:00 a.m. to 4:00 p.m. Portfolio Review and Examination of Documents in Exhibits Room**

The team will continue reviewing candidate portfolios. The team will also begin exploring the documentation available in the exhibit room. This will include assessment data, syllabi, faculty vitae, minutes of meetings, and survey data. In the process, team members will be developing questions for interviews on Monday and Tuesday.

### **5:30 to 7:30 p.m. Dinner with Institutional Representatives or Program Poster Session**

### **8:00 to 10:00 p.m. Team Meeting at Hotel**

Team members continue their review of documentation brought from the on-campus work room and discuss their findings from the day's work.

## Monday

### **8:00 a.m. to 4:30 p.m. Continue Review of Documents and Additional Data Gathering**

Team members will alternate their time among continuing to explore the available documentation; interviewing faculty members, administrators and students, as well as other stakeholders; and drafting their respective sections of the Examiners' Report.

### **5:30 to 7:00 p.m. Team Dinner**

### **7:00 to 10:00 p.m. Team Work Session**

Team members will meet to discuss additional findings from the day's work and may identify additional information necessary for the review or additional interviews. The team chair will communicate these additional needs to the Unit liaison as soon as possible to give that person ample time to make necessary arrangements. Tuesday plans may be revised during this meeting, as well.

## **Tuesday**

### **8:00 to 12:00 Continue Data Collection**

Team members will again alternate interviewing with other information gathering activities and writing. Also on this day, any off-campus visits will occur (i.e., to satellite programs and/or field placement sites).

### **12:00 noon to 1:00 p.m. Lunch**

### **1:00 to 4:30 Additional Interviews as Needed**

Team members may conduct additional interviews, as needed, of specific faculty members or program/area leaders, as well as students and other stakeholders

### **5:30 to 7:00 p.m. Team Dinner**

### **7:00 to 10:00 p.m. Team Work Session**

The team will determine final consensus ratings for the unit and programs and complete initial drafts of sections of the Examiner's Report.

## **Wednesday**

### **9:00 to 11:00 a.m. Team Work Session**

Team members read, discuss and edit their respective section drafts of the team report.

### **11:00 Site Team Members Depart**

### **11:30 Exit Interview**

The MoSTEP Team chair and the DESE consultant meet with the Unit head and the institution's leadership to present a summary of the team's findings and to summarize the process and time line for completion, review, rejoinder, and delivery of the final program approval report.